

GSE CUSTOMER COUNCIL MEETING

November 14, 2003

Members Present:

John Bradford, Chairperson; Capt. Bob Alles, DPS; Jennifer St. John, DNR; Marcia Spangler, DPH; Mary Lawyer, IDED; Roger Johnson, Cultural Affairs; Greg Anliker, Elder Affairs; Charlie Smithson, Ethics; Peggy Sullivan, Judicial; Bob Straker, AFSCME.

Members Not Present:

John Baldwin, DOC; Ruth White, Human Rights.

Others Present:

Patrick Deluhery, GSE; Debbie O'Leary, GSE; Dale Schroeder, GSE; Tim Ryburn, GSE; Dean Ibsen, GSE; Tera Harrington, GSE; Nancy Williams, GSE; Mark Willemssen, Legislature; Bonita Lane, GSE; Randy Howard, GSE; Julie Sterk, DAS; Denise Sturm, DAS; Mollie Anderson, DAS.

Call to Order:

Chairperson John Bradford called the meeting to order at 1:30 p.m.

Opening Comments:

None

Approval of Minutes of October 30, 2003:

Capt. Bob Alles moved to approve the minutes as typed. Greg Anliker seconded the motion. Motion passed.

Discussion of Rates (Mollie Anderson)

The four enterprises are:

- State Accounting
- Human Resources
- ITE
- GSE

The two topics discussed are:

- Setting of the rates
- Distribution of the Funds

These two areas are tied together and need to be done in sync since customers will get a bill and will be concerned about whether they have adequate resources to pay those bills. This is why the timing of the two pieces of information needs to be given at the same time.

The four enterprises are at different places. Accounting does not have a utility; everything is considered leadership at this point in time. Human Resource Enterprise has completed their rates and ITE Enterprise is not as far along since there has been a history of how IT has been supported, which has been through fees not through appropriations and therefore, the distribution of the dollars associated with those fees is a lot more

complicated. ITE will be ready to communicate their rates with HRE and GSE January 15, 2004.

Mollie Anderson proposed that DAS present the rates as one package to the customers in January and give the agencies thirty days to review the packages and comment. The package that we would send out on January 15, 2004 would include:

- Information about what these services are
- A description about what a utility is
- A description about the formula for each of the rates, the methodology and the assumptions that were used
- A description about how the billings will take place and how the funds will be distributed

The assumption is that there will be no increase in rates for any of the products and services that we offer all across DAS. Whatever we have today, will be what is used to fund the programs - the customers will receive a “memo bill” starting in the first of this year. July 1, 2005, the real billing process starts – customers will have the money in their budget and they will be expected to use the money in their budget to pay for the rates and services received from DAS.

We don’t have an answer to the “salary adjustment money” – we are being told that if there is salary adjustment money, DAS would receive this in the first transition year for all of the things that we do that are utilities – in the future, we will build that into our rates.

In the future, rates would be attempted to be set in April, which would give our customers time to plan in their budgets, so that the customers would include this in their appropriation request.

DAS will be asking for “seed capital” since in the future DAS is going to be fee based starting on July 1; DAS is going to have to have something to cover the expenses for the first two months of operation.

CCM Association Fees – Revisions (Tim Ryburn)

Tim Ryburn discussed the CCM Association presentation (“handout” copy attached to minutes) in detail and answered many questions and comments.

- At the request of the Customer Council, we looked at warehouse and storage space over 1,000 square feet. Per the attachment, there is approximately 109,222 sq. ft., which would be affected at a different cost, approximately \$0.46 per square foot for custodial).
- At the request of the Customer Council we reviewed Executive Branch Agencies in Ceremonial Space. We reviewed the Capitol, New Historical Building and Ola Babcock Miller Building and found a total of approximately 89,421 office square feet.
- Records Center in Association fee – (65,340 sq. ft).
- Space Occupied by Food Vendors

Purchasing Update (Debbie O'Leary)

Debbie O'Leary discussed the Purchasing ("handout" copy attached to minutes) in detail and answered many questions and comments.

The subcommittee has met several times and discussed various ways of purchasing services from GSE Purchasing.

The committee looked at:

- Object Codes which the committee believed was related to Purchasing
- Looked at charging departments by their number of FTE's.
- Looked at charging by FTE's (50%) and 50% of actual purchases by the department over the last three years.

After considerable discussion, looking closely at the various versions, Capt. Bob Alles moved to tentatively accept the "three-year rolling average version as discussed at previous meetings". Greg Anliker seconded the motion. Motion carried.

Capitol Complex Events (Debbie O'Leary)

Debbie O'Leary distributed copies of the Code Requirement for the Department of General Services to oversee the Events on the Capitol Complex as well as a "sampling" list of some of the events that take place on the Complex.

At this time, GSE is asking the Customer Council to consider if GSE should be charging for after normal hours and weekend events as well as looking at some other types of services.

After lengthy discussion of the various events, who sponsors these events, etc., GSE was asked to check rates charged by other entities such as the New Historical Building, and bring suggested charges for various services back to the GSE Customer Council for consideration.

Open Discussion

Meeting scheduled November 18, 2003 – CANCELLED

Next meeting – December 15, 2003 – 1:30 – 3:30

Hoover – Level A – EMD Conference Room

Adjournment

Meeting adjourned at 3:45 p.m.

Respectfully submitted,

Nancy Williams
General Services Enterprise

